

**Enterprise IT Financial Workgroup
Minutes
September 19, 2017
1:00 p.m.
Cogswell, Room 151**

Members Present:

Kim Moog, DPHHS – Chair Designee
Ron Baldwin, DOA/State CIO
Matt Van Syckle, DOA/CTO
Jennifer Simmons, LSD - Designee
Terry Lazure, DEQ – Designee
Nancy Jones, DLI

Rhonda Schaffer, GOV
Jennie Stapp, MSL
Jessica Plunkett, FWP
☞ Sky Foster, AGR – Designee
☞ Larry Krause – DOC

Staff Present: Jennifer Schofield, Wendy Jackson

Guests Present: Lynne Pizzini, Linda Kirkland, Samantha Cooley, Kari Hahn, Keila Harris, Jody Troupe

☞ **Real-time Communication:** Nathaniel Thomas, Stuart Fuller, Jackie Luhrsen, Judy Little

Welcome

- Kim Moog welcomed the workgroup to the September 19, 2017 Enterprise Information Technology Workgroup (EITFW) meeting. All members and guests were introduced.

Minutes

- **Motion:** Jennie Stapp made a motion to approve the June 22, 2017 minutes. Ron Baldwin seconded the motion. Motion carried.

Business

- DocuSign Master Agreement
 - The DocuSign Master Service agreement has been approved and posted to the [Information Technology Manager's Council \(ITMC\)](#) and [EITFW](#) websites.
 - DocuSign allows for multiple signatures on a single document.
 - DocuSign may be considered for an Enterprise Agreement (EA) as usage grows.
 - A pricing sheet is attached to this agreement. This sheet sets a cap for what DocuSign can charge.
 - Agencies can work directly with DocuSign to develop a solution to address specific agency needs.
 - Agencies will issue a Purchase Order to procure DocuSign.
 - Additional needs related to the DocuSign service should be submitted in a Statement of Work (SOW) to SHI, the DocuSign reseller.
 - The DocuSign Master Service Agreement does not affect existing DocuSign contracts.
 - Agencies may work with DocuSign to negotiate a lower rate.
 - Discount for renewals may be available.
 - DocuSign pricing does not include the SHI reseller rate.
 - Submit questions to Linda Kirkland at lkirkland@mt.gov or Dale Stout at dstout@mt.gov.
- Voice over Internet Protocol (VoIP) Billing Demo
 - VoIP billing currently consists of two bills encompassing the Blue and Red environments.
 - VoIP billing will be simplified to one billing model in the future.
 - Agencies who did not submit their billing client in time for VoIP billing will receive their August invoice once their billing client is submitted.
 - Submit questions to Jody Troupe at jtroupe@mt.gov.
- Information Technology Planning and Reporting Cycle Review

- Odd and even numbered calendar year planning and reporting cycles are detailed on this timeline located on the [EITFW](#) website.
- This cycle outlines details regarding when Agency submissions are due to the State Information Technology Services Division (SITSD).
- Criteria for what goes into Agency IT plans includes:
 - Goals and objectives for agency, mapped against the State Strategic Plan;
 - Major project reporting; and
 - New projects and resources required to meet the Agency IT Plan.
- Agency IT Plans may be amended as needed.
- Submit questions to Jennifer Schofield at jschofield@mt.gov.
- **Action Item:** EITFW members will provide feedback regarding the Information Technology Planning and Reporting Cycle Review to Jennifer Schofield by October 3, 2017.
- Rate Setting and Budgeting Reporting Cycle Review
 - **Action Item:** CIO Support Staff will post the Information Technology Planning and Reporting Cycle and Rate Setting and Budgeting Reporting Cycle to the EITFW website.
 - **Action Item:** A Tech Budget, Tech Biz demo will be presented to the EITFW by January 2018.
 - Submit questions to Jennifer Schofield at jschofield@mt.gov.

Standing Reports

- Enterprise Service
 - There are currently no Enterprise Services for consideration.
 - **Action Item:** Ms. Kirkland will contact Mike Bousliman regarding the Adobe Enterprise Agreement expiration date.
 - Submit questions to Mr. Baldwin at rbaldwin@mt.gov.
- Wide Area Network (WAN) Circuit Upgrade Prioritization List
 - **Action Item:** CIO Support Staff will post the WAN Circuit Upgrade to the EITFW website.
 - Submit questions to Matt Van Syckle at MVanSyckle@mt.gov.

Next Meeting

- CIO Support Staff will reschedule the next EITFW meeting for the week of October 16, 2017.

Future Agenda Items

- Legislative Finance Committee (LFC) Debriefing

Adjournment

- The meeting adjourned at 2:54 p.m.